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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff, LO

DATE: 9 September 1954

FROM : Chief, Mail and Courier Branch, LO

SUBJECT: Logistics Regulatory Issuances

The following is an outline of regulatory issuances to be developed by the Mail and Courier Branch, Administrative Staff, Logistics Office in FY 1955.

<u>No.</u>	<u>Subject</u>	<u>Est. Date of Submission to RCS</u>	<u>Comments</u>
	Mail Service \	<sup>NOV</sup> <del>28</del> October 1954	To be re-written
	Mail Service Courier Schedule for Collection and Distribution of Mail	8 October 1954	To be revised to reflect new Agency mail stops.
	Mail Service Notification of Intra-Agency Change of Address	15 October 1954	Notice sent to Space Maintenance and Facilities Br. and to Forms Control for comments or con- currence.

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